MONTANA
GAMBLING CONTROL

CANNABIS & ALCOHOL REGULATION DIVISION
MONTANA

For faster submission and processing,
apply on the TransAction Portal (TAP) https://tap.dor.mt.gov
OR follow instructions below.

Combined Gambling/Alcohol or Gambling Only Application

Mail application, corresponding documents, and
*check(s) made payable to:

Montana Department of Justice
Gambling Control Division
615 South 27th Street, Suite A
Billings, MT 59101
Phone: (406) 896-4300
Fax: (406) 896-4308
Email: gcd@mt.gov
Web: https://dojmt.gov/gaming

Alcohol Only Application

Mail application, corresponding documents, and
*check(s) made payable to:

Montana Department of Revenue
Cannabis and Alcohol Regulation Division
PO Box 1712
Helena, MT 59624-1712
Email: DORCARD@mt.gov
Web: https://revenue.mt.gov/card

(406) 444-0596, or dial Montana Relay at 711
for assistance communicating by phone.

***Confirm checks are made out to the correct agency to avoid delays**

Alcoholic Beverage/Gambling Operator Short Form

Checklists and Instructions

Clear Form

Increase of Current Ownership Interest – Less than 15% to More than 15%

Alcoholic beverage and gambling activity may continue pending approval of the increase of ownership from under 15% to 15% or over. If the person increasing his/her ownership was not previously qualified, this form will not work. This form may only be used if there will be no other changes made to the entity or its enterprise, e.g., leasehold, concessions, managers, locations, etc. If there are additional changes, a new Form 5 Alcoholic Beverage and Gambling Operator Combined License Application (or appropriate application for license type) must be completed.

- ☐ $200 Processing Fee - This fee applies to alcoholic beverage licenses only. These transactions require Department of Revenue to publish a notice in the local newspaper.
- ☐ Documents verifying the source of funding, contributed capital, equity or for any new funds used for the change or infused into the entity (e.g., loan documents, security agreements, etc.).
- ☐ Agreement with terms.
- ☐ Corporate and/or business statement (please use attached form if necessary).
- ☐ Alcoholic Beverage License Only: a Personal History Statement, two fingerprint cards, and a fingerprint fee are required.
- ☐ Other information as applicable to help verify the increase in ownership or shareholder/member/partner.
- ☐ Narrative and official entity documents, e.g., minutes, shares/interests/partnerships issuance agreements.
- ☐ Shares/member interests certificates.

Upon Closing, Licensee will be notified of the completion of the audit and at that time you can schedule the closing.

Note: The Cannabis & Alcohol Regulation or Gambling Control Division may require the applicant to send additional documents or information. This application and the documents and information provided will be reviewed under an amended license process and final approval will correspond with those procedures.

Send application and required documents listed above to the appropriate agency listed on the cover sheet.